



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

JOB DESCRIPTION **ASSISTANT SECTION CHIEF, CIVIL LITIGATION SECTION**

Summary: Attorney responsible for assisting the Section Chief in supervision of Section's staff consisting of 20 attorneys, 11 paralegals/support staff, and law clerks, and case management. Provides direct supervision of Section's paralegal and support staff and law clerks, in addition to maintaining an appropriate case load. Reports to Section Chief.

Duties include:

- Assist the Section Chief in case assignment, litigation strategy and supervision of the prosecution and defense of civil litigation cases as directed.
- Assist and coordinate the review of requests for settlement authority and direct negotiation as directed. Identify suitable cases for negotiated resolution and achieve benefits for clients by resolving issues through bargaining and principled compromise.
- Prosecute and defend the State's interests in civil litigation cases in state and federal courts and in administrative proceedings.
- Coordinate the Section's statistical and case status reports as directed.
- Recruit and interview Section staff through coordination with Section Chief, Chief Counsel and HR.
- Coordinate training, mentoring and review personnel issues in conjunction with Section Chief. Review and approve non-attorney leave requests, work schedules, time sheets, and travel authorizations.
- Coordinate the development and implementation of Section processes, procedures, protocols, and case management and training materials and resources in conjunction with the Section Chief and Chief Counsel.
- Act as liaison with courts and their staff on questions of case management and compliance with local rules.
- Advise and consult with client agencies regarding litigation. Keeps supervisors, client agencies, and other appropriate parties informed of ongoing matters to establish a cooperative working relationships based on mutual trust, communication, and understanding of goals.
- Assist in the review of pending legislation and proposed rules affecting litigation.
- Maintain an appropriate workload of cases in addition to administrative duties described herein. (See Job Description, Attorney, Civil Litigation Section).
- Perform other legal and administrative duties as assigned at the direction of the Section Chief, Chief Counsel or Attorney General.